



JOINT KNOWLEDGE ONLINE

Learning Management System (LMS)
**Build 9.5 Familiarization
Guide**

JUNE 2020

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Introduction

LMS Build 9.5, to be deployed in June 2020, significantly changes the look and feel of the LMS. This Guide is intended to familiarize privileged Users with the new look prior to 9.5 deployment. Although the look has changed, the organization of the LMS has not. Major functions are still grouped into Tabs, and Tabs still contain a further refinement of similar functions into Gadgets.

Functionality Changes

Login Page. One of the first changes you will see is to the Login page. In Build 9.4.3, there are several functions directly on the LMS landing page, including links to retrieve User Name or Password, requesting new accounts, logging in with User Name and Password, and more. Build 9.5 has a **Login** button on the upper right corner of the page that then opens a **Login Window** where Users can access that functionality. See images below for a comparison.

Build 9.4.3

Build 9.5

Create an Account automatically using your CAC.

Users with a .MIL, .GOV, or specified .EDU email address who do not have a CAC reader.

Users who do not have a .MIL or .GOV email address and require a Sponsor.

All functionality shown on the Login popup window remains the same as in Build 9.4.3.

Hamburger Menu. At the top of the **My Training Tab** (available in all other Tabs as well), you will see a **Hamburger Menu** icon. Select the icon to display all of the Tab Names.



When Tab Names are displayed, the Hamburger Menu icon is replaced with a large **X** icon. Select the icon to return to the display above without the Tab Names.



If you choose to resize your browser window, you may see the display change and not show Tab Names. In that case, select the Hamburger Menu icon to display the Tab Names.

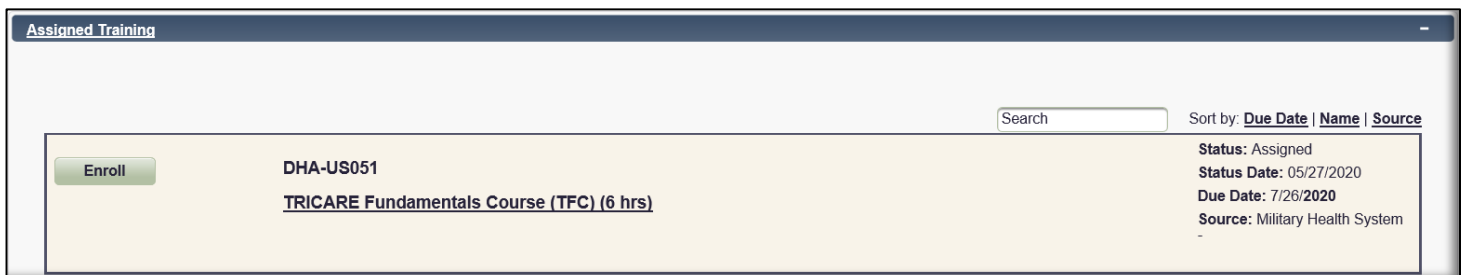
In the Sections below, we will show the new look of each Tab, and describe any changes you should be aware of.

My Training Tab

Each **Gadget** within this **Tab** can be expanded and/or minimized using the icons on the right.



When expanded, **Gadgets** display Course and Administrative information.



Course Catalog Tab No change in functionality.

Learning Category Gadget, as shown below, may not be shown in 9.5. Learning Categories are groups of courses organized by their similarity, generally recognizable by the Title of the Learning Category. Courses within each Learning Category are all available in the Course Catalog, but are organized here for easier access if a User is looking to enroll in multiple courses of a similar genre. You can enroll in a course from a Learning Category the same way you enroll in a course from the Course Catalog.

Course Catalog

Courses **Curricula**

Clear Search ✕

Learning Category

Number of Records: 369 Results per Page: 10

Exclude Enrolled Courses: ☐

Prefix	Course Number	Name	Course Status	ATRRS
DHA	Partial Course #	Title Key Word		ALL
DHA	-US001-R	HIPAA and Privacy Act Remedial Training (1.5 hrs) Link	Enroll	
DHA	-US010	Clinical Case Management (1 hr) Link	Enroll	

Certificates Tab No change in functionality.

Certificates

Shown below are all learning/training activities in which you have been enrolled in the past.

☒ Show Individual Courses ☐ Show Curricula

Passed **All**

Clear Search ✕

Results per Page: 10

Prefix - Course Number	Title	Primary Instructor	Mode	Completed Date	Certificate
DOD-US1364-19	Department of Defense (DoD) Cyber Awareness Challenge 2019 (1 hr)		All	All	
J3TA-US1329	SERE 100.2 Level A SERE Education and Training in Support of the Code of Conduct (FOUO) (4 hrs)		Web Enabled	04/27/2020	
USA-CHS-04	Chinese Headstart2 Military Module 4 - Defense Language Institute Foreign Language Center (DLIFLC) (6 hrs)		Web Enabled	04/27/2020	

Community Tab No change in functionality.

Community

Click a link to open the community.

Help Desk Information

[DHA Global Service Center](#)

[JKO Help Desk](#)

[MHS New Students](#)

Report Builder

[Report Builder](#)

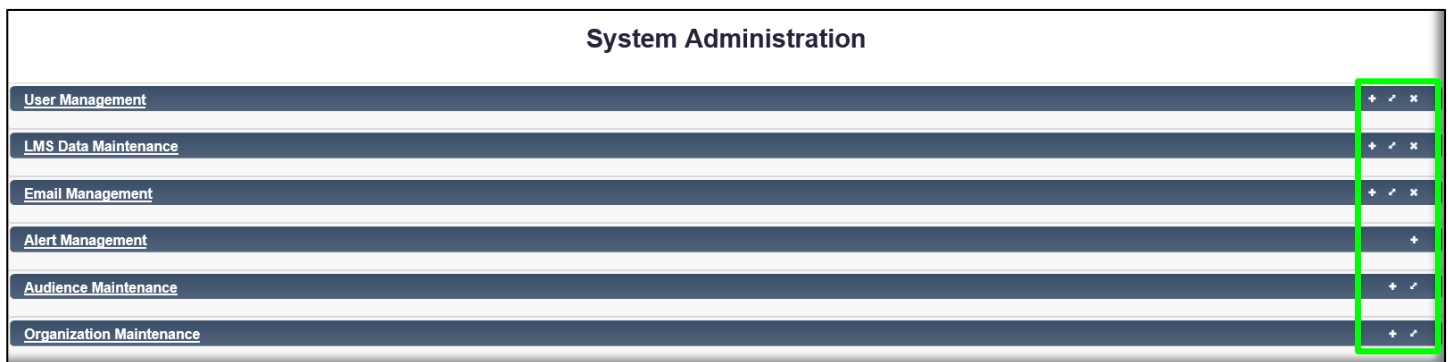
Global Integrated

[GIO](#)


Community Management Tab No change in functionality.






System Administration Tab No change in functionality.



By default, Gadgets display in the minimized mode as shown in the image above. To the far right of each Gadget name are the *Expand* and *Maximize* icons.

A. The *Expand* icon  opens the Gadget, while other Gadgets continue to display in minimized view above and below the opened Gadget. Selecting the Gadget Name will also expand the gadget to the expanded view.

B. The *Maximize* icon  opens the Gadget and the other Gadgets are not displayed. In some Gadgets, additional functionality is available in maximized view.

C. **Other Available Gadgets** that are displayed by selecting them through the [Show/Hide Gadgets](#) link at the top of the page, have an additional *Remove* icon  available on the far right side.  Selecting the *Remove* icon will remove that Gadget from your display.

Note: Not all **Gadgets** display by default in each Tab. To display **User Management**, **LMS Data Maintenance**, and **Email Management Gadgets**, select the [Show/Hide Gadgets](#) link on the upper right side of the page. The *WS_Show/Hide Gadgets* work space opens that displays every Tab and the Gadgets associated with that Tab. If there are any additional Gadgets available for that Tab, check the box next to that available Gadget and then **Save**. That Gadget will now display for you under that Tab. We recommend keeping **LMS Data Maintenance Gadget** hidden.

User Management Gadget Expanded view shown.

User Management

User Search | Add New User | Merge User Accounts

Use the search fields below to locate one or more user accounts you wish to manage.

First Name:
 Last Name:
 User Name:
 Primary Organization: Select Organization
 Email:
 Status:

[Advanced Search](#)

Maximized view shown.

User Management

User Search | Add New User | Merge User Accounts

Use the search fields below to locate one or more user accounts you wish to manage.

First Name: Last Name: User Name:
 EDIPI: Roles: Status:
 Primary Organization: Select Primary Organization Include Unassigned Users: ☒
 Secondary Organization: Select Secondary Organization
 Email: Account Type:
 Pay Grade: Branch of Service:

Search Results

To reset a user's password or mandate a change upon next login, please click the 'Manage Settings' button beside that user's account.

Search Results can also be exported to an .xls format (Microsoft Excel). Please note that there is a 40,000 record limit on this export.

Email Management Gadget Expanded view shown.

Email Management

Shown below are all emails available in Atlas 2. These emails are grouped into tabs according to the type of event that will trigger them. Emails that will be triggered by an event specific to a particular course or curriculum/certification are shown on the corresponding tabs. Emails that are not specific to a course or curriculum/certification are shown on the System tab.

System | Course | Curriculum

Enabled	Name	
<input type="checkbox"/>	ATRRS Administrator Email	
<input checked="" type="checkbox"/>	Account Deactivated	
<input checked="" type="checkbox"/>	Account Reactivation	
<input checked="" type="checkbox"/>	Adhoc Email	
<input type="checkbox"/>	Approval of sf182 Form	
<input type="checkbox"/>	Breeze VLE session	
<input checked="" type="checkbox"/>	Collaboration Email	
<input checked="" type="checkbox"/>	Course Catalog N/A Email	
<input checked="" type="checkbox"/>	Course Expiration	
<input type="checkbox"/>	Denial of sf182 Form	

(1 of 2) 1 2

Alert Management Gadget Expanded view shown.

Alert Management		
Shown below are all alerts to which you have access. Please click on the name of an alert to edit.		
Add Alert		
Number of Records: 63		
Delete	SA	Title
	N	us alert
	N	Train the Trainer to twist the tie twice
	N	Training Coordinator Sample Alert
	N	This is a System Alert - WRW *
	N	test save 2
	N	testing alert org
	Y	testing
	N	Test Alerts
	N	Test Alert Org2
	N	Test Alert2
(1 of 7) 1 2 3 4 5 6 7		

Audience Management Gadget Expanded view shown.

Audience Maintenance	
Audiences	Audience Groups
Shown below are all audiences to which you have access. Please click on the name of an audience to edit.	
Add Audience	
Number of Records: 2,163	
Name	Description
9 th AF J3-3	J3TF Training -3
109 MDG EPRC Clinicians	This group is for all physicians, nurses, dentists, nurse practitioners and physician assistants
109 MDG Operator Responders	This is for all members holding an AFSC in the MDG that are not physicians, nurses, NPs, PAs or dentists.
11 MDG (Temp-Not Perm Assigned)	Personnel needing or have done HIPAA training, however they are either temporarily assigned to the 11th MDG or not permanent. Therefore, they will be accounted for in this Audience group for tracking purposes.
111th	ang
12th BN ARCD (-) Secondary	Assignment audience for Soldiers that have another organizational affiliation in addition to 12th BN ARCD
12TH BN ARCD (SHARP)	Organizational temporary audience for SHARP training shortfalls.
12th BN ARCD ACE (-)	Organizational temporary audience for Suicide Awareness shortfalls.
12th BN ARCD ASAP (-)	Organizational temporary audience for ASAP training shortfalls.
12TH BN ARCD CTIP(-)	Organizational temporary audience for CTIP shortfalls and transition from J3TA-US0030 to J3TA-US1328
(1 of 217) 1 2 3 4 5 6 7 8 9 10	

Organization Maintenance Gadget Expanded view shown.

Organization Maintenance	
Shown below is your organizational structure. Left click any node to edit or deactivate that node.	
Add Organization	
* - Indicates Inactive Organization.	
Search Clear Search	
<ul style="list-style-type: none"> <ul style="list-style-type: none"> (JCO) - Joint Knowledge Online (LOCKED) (AFRICOM) - US Africa Command (ARNORTH) - US ARMY NORTH (ARNORTH) (ARSTRAT) - US Army Space and Missile (BSD) - Business Support Director * (CENTCOM) - US Central Command (CENTC (CJTF-HOA) - Combined Joint Task Force (LOCKED) (CSS) - CSS Org (LOCKED) (DCAA) - Defense Contract Audit Ag (DCMA) - Defense Contract Managemen 	


































Training Management Tab No change in functionality.

Training Management	
Survey Management	+ ✓ x
Course Management	+ ✓
Course Associations	+ ✓
Course Learning Category	+ ✓
Curriculum Management	+ ✓
Training Locations	+ ✓
Courses I Teach/Manage/Administer	+ ✓

Survey Management Gadget Expanded view shown.

Survey Management		
Create New Survey		
Survey Name		Actions
USFK TDY LB VS2	Associations	  
SGST Learner Exit Survey	Associations	  
USFK PCS HB VS3	Associations	  
USFK Trainee Downstream Survey	Associations	  
VCAT Afghanistan Direct Supervisor Downstream Survey	Associations	  
VCAT Afghanistan Trainee Downstream Survey - Active	Associations	  
JFC 200 Module 3 Survey	Associations	  
JS Information Assurance Training Survey	Associations	  
3CT Survey	Associations	  
JS Staff Privacy Act Awareness Survey	Associations	  
(1 of 26) 1 2 3 4 5 6 7 8 9 10		

Course Management Gadget Expanded view shown.

Course Management				
Shown below are all the Courses currently in the system. Click on the Name of any Course to view/edit the details of that Course. Please click the "Create New Course" button to create a new Course. Please maximize this gadget for more options.				
Create New Course Migrate Test Bank				
Number of Records: 69 Clear Search 				
Export Detail To:  				
Prefix	Number	S	Title	Actions
AFR	-CMD-CR-010411B		USAFRICOM - RJITF: West Africa Seminar	  
AFR	-CMD-CR-060611A		USAFRICOM - RJITF: West Africa Seminar	  
AFR	-CMD-CR-060611B		USAFRICOM - RJITF: North Africa and the Mediterranean Seminar	  
AFR	-CMD-CR-060611C		USAFRICOM - RJITF: Southern Africa Seminar	  
AFR	-CMD-CR-062810		ASTC 15: In-Resident Discussion and Practical Exercises	  
AFR	-CMD-CR-122210		USAFRICOM - Commander's Speakers Series	  
AFR	-CMD-CR-200411A		USAFRICOM - RJITF: East Africa and Horn of Africa Seminar	  
AFR	-CMD-CR-200411B		USAFRICOM - RJITF: Central Africa Studies Seminar	  
AFR	-CMD-CR-200411C		USAFRICOM - RJITF: Africa Studies Executive Course	  
AFR	-CMD-RM-101		NARA Records Management for Everyone (1.5 hrs)	  
(1 of 7) 1 2 3 4 5 6 7				

Course Associations Gadget Expanded view shown.

Course Associations

Organization Audience

Please click on an organization or sub-organization below to manage its course associations.

Apply Filter Clear Filter

* - Indicates Inactive Organization.

- (ARSTRAT) - US Army Space and Missile
- (ARSTRAT) - US Army Space and Missile
- (BSD) - Business Support Director *
- (CENTCOM) - US Central Command (CENTC
- (CJTF-HOA) - Combined Joint Task Force (LOCKED)
- (CSS) - CSS Org (LOCKED)
- (DCAA) - Defense Contract Audit Ag
- (DCMA) - Defense Contract Managemen
- (DeCA) - Defense Commissary Agency

Curriculum Management Gadget Expanded view shown.

Curriculum Management

Please click the 'Create Curriculum' button to create a new curriculum or click on a curriculum name below to manage its course associations.

Create Curriculum

Number of Records: 43

	Curriculum Name	Actions
Show Courses	Amharic Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	
Show Courses	Baluchi Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	
Show Courses	Brazilian Portuguese Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	
Show Courses	Cebuano Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	
Show Courses	Chavacano Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	
Show Courses	Chinese (Mandarin) Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	
Show Courses	Dari Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	
Show Courses	Egyptian Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	
Show Courses	European Portuguese Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	
Show Courses	French Headstart 2 - Defense Language Institute Foreign Language Center (DLIFLC) Curriculum (80 hrs)	

(1 of 5) 1 2 3 4 5

Training Locations Gadget Expanded view shown.

Training Locations

Shown below are all Training Locations currently in the system. Click on the Name of any Training Location to view/edit the details of that Location. Click on the sort arrows of any column to sort by that column.

Click 'Create New Location' to enter a new location into the system.

Create New Location

Type	Location	City, State
RESIDENT	Ft Benning	Ft Benning, GA
RESIDENT	Bremerton - 2307	Bremerton, WA
RESIDENT	Tony Bass Auditorium Clay Kaserne	Wiesbaden, AE
RESIDENT	Charleston AFB	Charleston, SC
RESIDENT	Center For Excellence	jbpph, HI
RESIDENT	Landstuhl Regional Medical Center	APO, AE
RESIDENT	Scandic Wroclaw Hotel	Wroclaw,
RESIDENT	Madigan- Clark 1	Tacoma, WA
RESIDENT	Madigan - NO-SHOW	Tacoma, WA
RESIDENT	Bremerton - 2705	Bremerton, WA

(1 of 39) 1 2 3 4 5

Course I Teach/Manage/Administer Gadget Expanded view shown.

Courses I Teach/Manage/Administer

Course Manager

Administrator

Instructor

Course	Title	Course Utilities
- Prefix -		
JS -US009	<u>Joint Staff Operations Security (OPSEC) (1 hr)</u>	